

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, January 19, 1965

A. Meeting called to order by Chairman McRae at 7:30 p.m.

B. Roll Call: Present: Commissioners McRae, King, Herr, Duncan and Neller—5.

Absent: Commissioners Dudley, Reilly and Carr—3.

Also present at meeting was Executive Assistant to the Mayor, William J. Finucan, who presented board members with official certificates of appointment from Mayor.

C. Minutes of December 15, 1964, meeting approved.

D. Report of Committees:

1. Building and Properties.

Operating and Policy—(a) Commissioner Herr reported on bids received for printing of new brochure of building. A motion by Commissioner Neller, supported by Commissioner Duncan that bid of Wellman Press, Inc. be recommended to City Purchasing Department for acceptance was supported.

(b) Commissioner Herr read copy of letter sent to Campbell Catering denying them catering privileges for failure to comply with terms of existing agreement.

2. Parking—No report.

3. Personnel and Salaries—A letter from certain salaried employees regarding an increase in salaries and requesting that letter be forwarded to Personnel Committee of the City Council was read. A motion by

Commissioner Herr and supported by Commissioner Duncan that Manager Baer forward letter as requested by employees was carried.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. Commissioner Herr briefed members on meeting he and Commissioner Carr had with Manager Baer and Head Maintenance Man Donley where heating, ventilating and mechanical needs of building to be requested in 1965-66 budget were discussed.

F. New Business:

1. Manager Baer presented draft copy of proposed budget for 1965-66. Completed budget to be acted on at next meeting.

G. Manager's Report:

1. Operating statement, budget balance sheet and rental report for December was presented.

H. Announcements:

1. Next meeting Tuesday, February 16, 1965, 7:30 p.m.

I. Meeting adjourned 9:30 p.m.

RUSSELL VERPLANCK,
Recording Secretary.

that Mr. J. D. Meyer, Senior Planner be commended for the fine job done in the preparation of the Capital Improvements Report for 1965-71.

Motion by Ingersoll, seconded by Houston that Mr. Meyer be commended for his work on the Capital Improvements Program.

Motion carried by unanimous vote.

Motion by Mr. Campbell, seconded by Mrs. Bretz that Mr. Ray Rice also be commended for the art work on the Capital Improvements Program.

Motion by Manson, seconded by Campbell that the 1965-66 budget for the Planning Department in the amount of \$100,400 be approved and recommended to the Mayor and City Council.

Motion carried by unanimous vote.

Mid-month meeting was set for Monday, February 15th after City Council meeting.

Mr. Fink advised that a meeting regarding the possible site for the community college building would be held after Council meeting on Monday, February 8th.

Mr. Fink also advised that a meeting with Vilican-Lerman, the State Controller and various other state officials and legislators would be held in the Planning Department office at 2:00 P.M. on February 8th.

Meeting adjourned at 11:55 P.M.

RAYMOND C. GUERNSEY,
Secretary, Planning Board.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, February 9, 1965

A. Meeting NOT called to order, quorum not present.

B. Roll Call: Present: Commissioners King, Carr, Herr, Duncan—4.

Absent: Commissioners McRae, Dudley, Neller, Reilly—4.

C. Commissioner Herr suggested that as a quorum was not present and no official action could be taken, items on the agenda would only be discussed.

D. Report of Committees:

1. Building and Properties Operating and Policy—No report.

2. Parking—No report.

3. Personnel and Salaries—No report.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

Board members and Manager Baer discussed thoroughly the proposed budget for 1965-66 to be presented at the Mayor's hearing on February 11, 1965.

F. New Business:

G. Managers' Report:

H. Announcements:

1. Next meeting Tuesday, March 16, 1965, 7:30 P.M.

I. Meeting adjourned 9:30 P.M.

RUSSELL VERPLANCK,
Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, March 16, 1965

A. Meeting called to order by Chairman McRae at 7:30 P.M.

B. Roll Call: Present: Commissioners McRae, Herr, Reilly, Carr and King—5.

Absent: Commissioners Dudley, Neller and Duncan—3.

C. Minutes of January 19, 1965, meeting approved. (Quorum not present February 9).

D. Report of Committees:

1. Building and Properties Operating and Policy — No report.

2. Parking — No report.

3. Personnel and Salaries — No report.

4. Veterans — No report.

5. Ways and Means — No report.

E. Unfinished Business:

1. Next action on budget due at meeting with City Council.

F. New Business:

1. A motion by Commissioner King, supported by Commissioner Carr, that the Jack Tar Hotel be granted catering privileges at the Civic Center was carried.

2. It was announced by the Board that Campbell Catering Co. had been granted catering privileges as of March 2, 1965, on a probationary basis.

3. A letter from Michigan Catholic Conference Job Training Center was read. It was agreed to table any action until next meeting with Manager Baer instructed to check further with City Attorney on building's liabilities and responsibilities.

4. A letter from George Wagschal Associates, Consulting Engineers, on proposed Air-Cooling project was read. A motion by Commissioner Reilly, supported by Commissioner King, that proposal No. 1 of engineers report be recommended for action and a new proposal (No. 3) be suggested to engineers for consideration was carried.

5. A report on increased cost of installing lobby elevator was read.

G. Manager's Report:

1. Manager Baer reported on gross concession receipts for Home Show, Circus and Sports Show as compared with same receipts for last year.

2. Manager Baer announced that Community Circle Players account had been reduced sizably in recent months.

3. Operating statements, budget balance sheets and building rental reports for January and February were presented.

H. Announcements:

1. Next meeting Tuesday, April 20, 1965, 7:30 p.m.

I. Meeting adjourned 9 P.M.

RUSSELL VERPLANCK,
Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, April 21, 1965

A. Meeting called to order by Chairman McRae at 7:45 p.m.

B. Roll Call: Present: Commissioners McRae, King, Herr, Dudley, Carr, Neller —6.

Absent: Commissioners Reilly, Duncan—2.

C. Minutes of March 16, 1965, meeting approved.

D. Report of Committees:

1. Building and Properties
Operating and Policy—No Report.

2. Parking—No report.

3. Personnel and Salaries—No Report.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. Letter from Michigan Catholic Conference Job Training Center was read. After discussion, a motion by Commissioner Neller, seconded by Commissioner Herr, to table any action pending further investigation was CARRIED.

2. Motion by Commissioner Neller "That proposed elevator plans and bids submit-

ted for elevator in Main Lobby be approved. That the matter of a second elevator as requested by the Veterans in the Veterans Quarters be approved subject to further provisions as to financing to be provided by the City Council" was seconded by Commissioner Dudley. CARRIED.

3. The matter of Air-Cooling was referred to the Building and Properties Committee for further study.

4. Manager Baer gave a report on budget hearing with City Council.

F. New Business:

1. Letter of resignation from Assistant Manager VerPlanck was read and accepted.

2. A motion to permit Manager Baer to request permission of the City Council Personnel Committee to retain an employee past the required retirement age was made by Commissioner Dudley and supported by Commissioner Neller. CARRIED.

G. Manager's Report:

1. Operating statement, budget balance sheet and building rental for March was presented.

H. Announcements:

1. Next meeting Tuesday, May 18, 1965, 7:30 p.m.

I. Meeting adjourned 9:30 p.m.

DORTHA MEYERS,
Acting Recording Secretary.

THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, May 18, 1965

A. Meeting called to order by Chairman McRae at 7:45 p.m.

B. Roll Call: Present—Commissioners McRae, Herr, Neller, Carr, Reilly and King. Absent—Commissioners Duncan and Dudley.

C. Minutes of April 21, 1965, meeting approved.

D. Reports of Committees:

1. Building and Properties Operating and Policy—Commissioners Carr and Herr commented on meeting with architect and engineer to review plans for air-cooling.

2. Parking—Commissioner Reilly commented on plans for grade change of Allegan Street in connection with parking in allocade.

3. Personnel and Salaries—No report.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. A motion by Commissioner Reilly supported by Commissioner Neller to pay bill of Frank & Stein for elevator study was CARRIED.

2. Letter from Mayor regarding budget was read. No action required.

3. Permission of Retirement Board to retain employee past retirement age was discussed. No action required.

F. New Business:

1. Four letters of application for position of Assistant Manager read and turned over to Personnel Committee for further action.

G. Manager's Report:

1. Manager Baer read letters of commendation from lessees.

2. Reduction of Community Circle Players bill was commented upon.

3. Operating statement, budget balance sheet and building rental report for April was presented.

H. Announcements:

1. Next meeting Tuesday, June 15, 1965, 7:30 p.m.

I. Meeting adjourned at 9:00 p.m.

DORTHA MEYERS,
Acting Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, June 15, 1965

A. Meeting called to order at 8:00 p.m. by Vice-Chairman Reilly.

B. Roll Call: Present—Commissioners Neller, Herr, Duncan, King and Reilly—5.

Absent—Commissioners Dudley, Carr and McRae—3.

C. Minutes of May 18, 1965, meeting approved.

D. Report of Committees:

1. Building and Properties Operating and Policy—No report.

2. Parking—Chairman Reilly presented proposed plans of City for grade changes on Allegan and Walnut Streets in connection with entrance and exits to Parking Lot.

3. Personnel and Salaries—Report read on Council reclassification of Custodians.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. Applications returned to Manager Baer. Requisition to fill position of Assistant Manager to be placed with City Personnel Department.

F. New Business:

1. A motion by Commissioner Duncan, supported by Commissioner Neller, for Manager Baer to contact wrestling promoters regarding future plans was carried.

2. A motion by Commissioner Neller, supported by Commissioner King, to approve payment to K. C. Black Associates for air-conditioning study was carried.

G. Manager's Report:

1. Operating statement, budget balance sheet and building rental report for May was presented.

H. Announcements:

1. Commissioner Neller, supported by Commissioner King, moved for the adoption of the following resolution:

"Be it resolved that LAURENCE P. REILLY be extended grateful appreciation for meritorious services, and sincere regrets for the conclusion of a pleasant association; and

WHEREAS Having served meritoriously from July 1, 1961 to June 30, 1965 as a Member of the Civic Center Board of the City of Lansing, Michigan; and

WHEREAS Having contributed much considered and capable judgement to the decisions and recommendations of said Board; and

WHEREAS Having been ever mindful of the best interests of the Civic Center and the Community, their growth and welfare; and

WHEREAS Having furthered cooperation and harmonious relationships within said Board and with the Staff; now, therefore

Be it further resolved that a copy of this resolution, attested by the present Membership of said Board, be forwarded with warm wishes for the future."

Attested by this CIVIC CENTER BOARD at Lansing, Michigan on June 15, 1965.

Signed: Mel Herr, David T. Duncan, Evelyn M. King, Alvin A. Neller, John H. Dudley, James P. Carr and A. E. McRae.

Carried.

2. Next meeting Tuesday, July 20, 1965, 7:30 p.m.

I. Meeting adjourned at 9 p.m.

DOROTHY MEYERS,
Acting Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, July 20, 1965

A. Meeting called to order at 7:30 p.m. by Chairman McRae.

B. Roll Call: Present—Commissioners McRae, Neller, Dunlap, King, Duncan, Dudley—6.

Absent: Commissioners Herr and Carr—2.

C. Minutes of June 15, 1965, meeting approved.

D. Report of Committees:

1. Building and Properties, Operating and Policy—No Report.

2. Parking—Installation of new parking lot entrance gates was discussed. Due to question of location, action was tabled pending further investigation.

3. Personnel and Salaries—No report.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. Manager Baer reported that he had been contacted by the Wrestling Promoters and would have a meeting with them in August to discuss their future program.

F. New Business:

1. Officers for the 1965-66 year were elected as follows:

a. Chairman—Alvin Neller.

b. Vice-Chairman—John H. Dudley.

c. Secretary — Mrs. Evelyn King.

d. Recording Secretary—Dortha Meyers.

2. Committees appointed by new Chairman Neller:—First named Chairman:

a. Building and Properties, Operating and Policy—Carr, Dunlap.

b. Parking—Duncan, McRae.

c. Personnel and Salaries—King, Dudley.

d. Veterans—Dunlap, McRae.

e. Ways and Means—Herr.

3. A motion by Commissioner Dudley, supported by Commissioner King, for the following resolution:

"Be it resolved that this Board command and extend grateful appreciation to A. E. McRae for his diligent efforts as Chairman of the Civic Center Board this past year."

Carried.

G. Manager's Report:

1. Operating statement, budget balance sheet and building rental report for June was presented.

H. Announcements:

1. August meeting cancelled due to lack of quorum. Special meeting may be arranged if necessary. Next scheduled meeting September 21, 1965.

I. Meeting adjourned at 9 p.m.

DORTHA MEYERS,
Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, September 21, 1965

A. Meeting called to order at 8:00 p.m. by Chairman Neller.

B. Roll Call—Present: Commissioners Neller, Carr, Dunlap, Herr and McRae—5.

Absent: Commissioners King, Dudley, Duncan—3.

C. Minutes of July 20, 1965, meeting approved.

D. Report of Committees:

1. Building and Properties, Operating and Policy—No report.

2. Parking—A motion to relocate the Washtenaw Entrance Gate and the Allegan Exit Gate when the new gates are installed was made by Commissioner Herr, supported by Commissioner Dunlap. Carried.

3. Personnel and Salaries—No report.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. A motion to offer the wrestling promoters a rental of \$200.00/10% on the basis of shows every two weeks was made by Commissioner McRae and supported by Commissioner Herr. Carried.

F. New Business:

1. A motion to suspend the Halloween Teen Dance for this year because of the trouble at teen dances was made by Commissioner Herr, supported by Commissioner Carr. Carried.

2. A motion to allow the Rod and Custom Show to be held in the Main Auditorium, with strict compliance to regulations by Manager Baer, made by Commissioner McRae, supported by Commissioner Carr, was Carried.

3. The updating of Civic Center Employees Work Rules was referred to Personnel and Salaries Committee for study.

G. Manager's Report:

1. The very poor progress of the elevator installation was noted and it was suggested that steps be taken by the Civic Center to try to speed progress if work is not completed very soon. Low bids on various projects were reported as follows: 31 individual room Air-conditioners for Offices and Parlors — \$5,333.25; exterior doors for southwest exit—\$2,531.00; baseboard heating for Lansing Convention Bureau offices—\$640.00; new Parking Lot Gates—\$6,540.00; Stage Lift door—\$3,281.00. Purchasing Director is advertising for bids on supplementary heat for the southwest and northwest exit areas, Exhibit Hall ramp entrance and stage area. The Michigan Tourist Council has rented two parlors for a month and the United Community Chest will use two parlors continuously during their campaign. The State Motor Services Division has leased 52 spaces in the Parking Lot at \$10.00 per space per month for approximately six months. Emergency electrical repairs were made in the Parking Lot at a cost of \$989.19. Still to be purchased from budget funds—Pop Corn Machine and Small Auditorium Chairs. A recommendation by Commissioner Herr, supported by Commissioner Carr, to authorize the Purchasing Director to advertise for bids on 800 auditorium type folding chairs was carried.

2. Manager Baer reported that 1841 new Brochures have been mailed to date from various mailing lists.

3. It was reported that the 1959 bill of the Community Circle Players has been paid in full.

H. Announcements:

1. Next meeting—October 19, 1965, 7:30 p.m., Civic Center.

I. Meeting adjourned at 9:30 p.m.

DORTHA MYERS,
Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, October 19, 1965

A. Meeting called to order at 7:30 p.m.
by Vice-Chairman Dudley.

E. Unfinished Business:
None.

B. Roll Call.

Present: Commissioners King, Herr,
Carr, Dunlap, Dudley, Duncan and Neller
—7.

Absent: Commissioner McRae—1.

F. New Business:

1. Capital Improvements program re-
ferred to Ways and Means and Building
and Properties Committees for preparation.
To be presented to Board at next meeting.

C. Minutes of September 21, 1965, Meet-
ing approved.

G. Manager's Report:

1. Manager Baer reported that elevator
is complete but for a few minor touches
and should be in operation within one week
to ten days.

2. Operating statements, budget balance
sheets and building rental reports for
July, August and September were pre-
sented.

D. Report of Committees:

1. Building and Properties, Operating
and Policy—No report.

2. Parking—Public Service Department
is to remove present gates and blacktop
surface in preparation for new gates
which should be installed within two or
three weeks. Present electrical service can
be set at present location.

3. Personnel and Salaries—Further pre-
paration of work rules will be suspended
pending Union Contract.

4. Veterans—No report.

5. Ways and Means—No report.

H. Announcements:

1. Next meeting—November 16, 1965,
7:30 p.m., Civic Center.

I. Meeting adjourned at 8:30 p.m.

DORTHA MEYERS,
Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, November 16, 1965

A. Meeting called to order at 7:30 p.m. by Vice-Chairman Dudley.

B. Roll Call:

Present: Commissioners Herr, Carr, Dudley, Duncan, King, Dunlap and Neller—7.

Absent: Commissioner McRae—1.

Also present: Mr. Sam W. Obrecht, Chairman, Highways and Traffic Committee of Chamber of Commerce of Greater Lansing.

C. Minutes of meeting of October 19, 1965, approved.

D. Report of Committees:

1. Building and Properties Operating and Policy—Chairman Carr reported on meeting of Commissioner Carr, Herr and Dunlap with Mr. Black of Black & Associates and Mr. Tenant of George Wagschal Associates, Inc. on the air-conditioning survey. The estimate given for a mechanical-steam absorption system was presented. This is considered the best system. A motion by Commissioner Carr “Recognizing and reaffirming the need for air-conditioning of Civic Center facilities, the Board Recommends the budget of Kenneth C. Black Associates, Inc. in the amount of \$392,524.00 be included in the Capital Improvements Program” was supported by Commissioner Herr. CARRIED.

A motion by Commissioner King, supported by Commissioner Carr, that further study be made by the committee for the purpose of finding a reduced cost of the program. CARRIED.

2. Parking—No report.

3. Personnel and Salaries—No Report.

4. Veterans—No report.

5. Ways and Means—Capital Improvement Program—Commissioner Herr, supported by Commissioner King, moved that a request for \$35,000.00 for chairs for the Main Auditorium be submitted, also that \$2,000,000 for a Little Theatre be submitted. CARRIED.

Commissioner Duncan, supported by Commissioner Duncan, moved that a request for \$32,000.00 for a second elevator be submitted. CARRIED.

Commissioner Duncan, supported by Commissioner Herr, moved that the program be submitted for Capital Improvement with the following priority—1. Main Auditorium Chairs; 2. Air-Conditioning; 3. Little Theatre; 4. Elevator. CARRIED.

E.

F. New Business:

1. Mr. Sam W. Obrecht, Chairman, Highway and Traffic Committee of Chamber of Commerce presented a chart and proposal for the Parking Lot which was referred to committee.

2. Letter from General Services Administration was read and referred to committee for study and action on motion made by Commissioner Dudley and supported by Commissioner Carr. CARRIED.

G. Manager's Report:

1. Manager Baer reported that contract had been let to low bidder A-Able Heating for auxiliary heat of exit, stage and ramp areas in the amount of \$12,850.00.

2. Manager Baer read letter from Underwriters' Laboratories, Inc. relative underwriters approval of parking lot mechanism.

3. Operation of elevator is awaiting final approval of State Inspector. Parking Lot gates will be installed by end of week.

4. Operating statement, budget balance sheet and building rental report for October presented.

5. Letter from Gladieux Division relative to concessions was read and referred to Ways and Means Committee.

H. Announcements:

1. Date of next meeting—December 14, 1965.

I. Meeting adjourned at 9:30 p.m.

DORTHA MEYERS,
RECORDING SECRETARY,